



## Library Advisory Board

---

### **Library Board--Minutes**

Monday, March 7, 2011– 7:00 pm  
Conference Room  
Smith Public Library  
300 Country Club Rd., Bldg. 300  
Wylie, Texas 75098

#### **CALL TO ORDER**

*Announce the presence of a Quorum.*

Members present: Shirley Burnett, Grace Morrison, Mindy Ayers, Junaid Najamuddin, Gerri Washington, Brett Brim, Rachel Orozco (Board Liaison)

Members absent: Lucy Shriver

One citizen present: Diane Culver, 2918 James Hill Dr., Wylie, TX

#### **CITIZENS COMMENTS ON NON-AGENDA ITEMS**

---

*Residents may address Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.*

The citizen came to observe and did not wish to make any comments.

#### **PRESENTATION**

---

The target date for the library to open was March 14; however, the OPAC stations and end panels will not be in until that week. We did not want to open without the OPAC stations to be able to look up books. The library originally had 9 computers and is expanding to 52 with only three employees to handle the work load. They are encountering some challenges with loading and imaging the Windows 2007 software. We do not want to open the library without computers because that is a large part of our service. There will be a meeting on March 9 with the City Manager to discuss the continuing challenges with technology. A firm date for opening the library will also be discussed at the meeting.

Craig Kelly will be in charge of publicity for opening day.

Additional furniture was received today and there is now enough to open the library. There will be additional furniture arriving after the opening.

There is a delay in the radio frequency identification software due to problems that have been encountered. There is going to be a patch installed to resolve the problems which will cause another delay.

The catalogers are inputting 10,000 marc records into the computer. If the items are not entered they will not check out.

All of the badges work at the staff entry door but not at the front door. There are also problems with the front entry doors.

The lighting is being worked on to improve dark areas.

The tree has been installed and all of the computer furniture has been installed, wired, and cabled.

It was requested that the Board pass the word along that the opening has been delayed until somewhere from March 21 to the 28<sup>th</sup>. Our Facebook page is being updated frequently and will have the exact opening date when it has been decided.

### **ACTION ITEMS**

---

1. The Library Board Minutes of Monday, February 14, 2011 were approved with revisions.
2. The Group Tour Policy and Request Form was approved as revised by the City Attorney and Board.
3. The Display and Exhibit Policy was approved as revised by the City Attorney and Board.
4. The Library Posting Policy was approved as revised by the City Attorney and Board.

### **DISCUSSION ITEMS**

---

1. Library Board Minutes of February 14, 2011 – Minor revisions were made under the Presentation Section. The end of the first sentence states “service desks come in starting tomorrow” and was changed to read “service desks come in starting February 15”. The second revision was on the first page in the last sentence which reads “We only have 100 of the drives so the first 100 people that need one will get one”. The sentence was revised to read “We only have 100 of the drives that will be distributed on a first come first serve basis”.
2. Group Tour Policy and Request Form – The City Attorney reviewed these documents and did not make any revisions. However, the Board requested that the email address, [libinfo@wylietexas.gov](mailto:libinfo@wylietexas.gov), be added as an additional option to return the completed Request.
3. Display and Exhibit Policy – The City Attorney reviewed the document which was presented with revisions for review and approval. The Board added “and a copy of the Certificate of Insurance be provided” to the last sentence in the third paragraph.
4. Posting Policy - The City Attorney reviewed the document which was presented with revisions for review and approval. The Board made one change to the end of the last sentence which now reads “within ten days of a notice of a decision provided to user”.

**STAFF REPORTS**

---

March 10 – Friends membership drive with sneak preview of the library will be held from 5:00pm to 8:00pm. Fees are \$5.00 for students and seniors and \$20.00 per household. The Library Board was encouraged to attend.

Sometime in April there will be a dedication for the art piece, the Living Lens Sculpture, that is to be installed between the Library and Recreation Center.

April 9 – Neighbors Read Kickoff at Municipal Complex in Sachse. This is a community reading program to read the book *Dewey: the Small Town Cat that Touched the World* by Vicki Myron and Steve James.

April 11 – Date for next meeting of the Library Board.

Between April 9 and May 14 there will be a book discussion at our library about the *Dewey* book. The book comes in an adult, junior and children's version so everyone can be involved.

May 14 – Neighbors Read finale with pet parade including Wylie and Sachse Mayors is to be held in our library. We are going to ask the Animal Shelter to come and will also invite some of the veterinarians in Wylie to attend.

June 18 – This is the proposed date for the Grand Opening of the City Complex. Mayor and City Council are working on planning and funding for the event. Rachel attended the first planning meeting and will attend the next one to be held on March 15. She is also calling vendors that were used in the past to see if they would be interested in volunteering their services for the event.

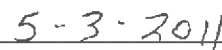
**ADJOURNMENT**

---

Meeting adjourned at 8:15 pm.



Grace Morrison, President



Date